

**Arch Dalrymple III Department of History
University of Mississippi**

Arch Dalrymple III Committee Policy Guidelines

Approved November 2015

Revised May 2016, May 2018, Dec.2018, March 2019, August 2019

Membership

The History Department chair will appoint the members of the Dalrymple Committee. The committee shall be composed of five full-time faculty members, of whom four should be tenured, with representation from the three main areas of study within the department (US, Europe, other regions). The chair of the Dalrymple Committee shall be a tenured member of faculty. Committee members shall serve three-year terms, unless on leave. These terms will be staggered, with one-third of the committee being replaced each year, in order to maintain continuity.

Role and Guiding Principle

The Dalrymple Committee will be responsible for designing and implementing policies to oversee the disbursement of the Dalrymple fund. Each budget year, the committee should disburse the full annual total allocation. The committee will adhere to the following guiding principle:

- the purpose of the Dalrymple fund is to enhance the academic visibility and reputation of the department;
- in conjunction, when applicable, with the long-term strategic plan of the department

To serve this principle, the committee will:

- 1) distribute funding in a manner that is transparent and fully accountable to the department;
- 2) award research funding on a competitive basis through regular application cycles;
- 3) allocate funding with a high priority for:
 - a) faculty original research that leads to peer-reviewed publications or the creation of research materials for scholarship;
 - b) graduate student original research and the facilitation of timely degree completion;
 - c) library support that benefits ongoing original research projects of faculty and graduate students;
 - d) public lectures that enhance the visibility of the department and benefit faculty and graduate research.
- 4) fully or partially fund, or decline to fund, proposals based on the priorities and guidelines outlined separately in the sections that follow.
- 5) only consider applications by faculty and graduate students who have met the reporting requirements detailed below on previous awards.

Reporting

The Dalrymple Committee will make a regular report each year, in May, of funds distributed since the last report. This report will form the basis of the department's annual report to the Dalrymple fund stakeholders.

The committee will file an open record of all successful and all unsuccessful applications for funding in the department office. This record will include the project title, the amounts applied for, and the amounts awarded.

The committee will request and file detailed activity reports from faculty and graduate students who receive funding.

Every three years, the committee will make an accountability report to the full department in which it will evaluate the outcome of its distributions over the previous three years with particular attention to progress toward the guiding principle and, if applicable, the long-term strategic plan of the department.

Implementation

The Dalrymple Committee will disburse research and other support from the Dalrymple fund annual total allocation, as determined by the university's endowment performance projection, guided by the categories and categorical percentages established in the Dalrymple Endowment Memorandum of Agreement: faculty research support, 48%; graduate student support, 30%; library and travel support, 12%; and lecture series and visiting speakers, 10%. The Dalrymple Committee may temporarily amend these percentages in any given year to meet changing needs.

Faculty Research and Graduate Student Support:

The full Dalrymple Committee will distribute funding based on the recommendations of its members. The committee will operate on a budget calendar that commences yearly on July 1st.

When evaluating Graduate Student applications, the Dalrymple Committee may seek guidance from any corresponding departmental committee, for example, the Graduate Advisory Committee. The Dalrymple committee will keep a written record of its funding decisions, along with the corresponding records of all successful and unsuccessful applications for reporting to the full department.

Members of the Dalrymple Committee with a personal interest in any research funding application will not take part in the subcommittee's deliberations on that application. The committee defines 'personal interest' as pertaining both to individual applicants and their domestic partners.

Faculty Research Support

All tenure-track, tenured faculty members and long-term instructional assistant or associate professors are eligible to apply for funding from the Dalrymple fund in a competitive process at two deadlines:

- 1) September 1st of each year for funding in the academic year (September 1st to May 15th);
- 2) March 15 of each year for funding in the summer (May 15th to September 1st)

At each deadline, a pre-determined amount of money will be available for distribution:

- 1) Applications submitted for the September 1st deadline will be eligible for funding corresponding to 35% of the amount allocated to faculty funding for the current fiscal year¹
- 2) Applications submitted for the March 15 deadline will be eligible for funding corresponding to the sum of
 - a) 35% of the amount allocated to faculty funding for the fiscal year ending the following June 30th,² PLUS
 - b) 30% of the amount allocated to faculty funding for the fiscal year beginning the following July 1st³

The committee will reach decisions on funding applications within two weeks of each deadline.

Funds may be requested for, in order of highest priority:

- 1) Travel to conduct research in archives, special library collections, or in the field;
- 2) Supplementing outside grants supporting original research if the outside grant is insufficient to cover the cost of the research project;
- 3) Research assistance;
- 4) Attending courses or development workshops to acquire new research skills essential for completing an ongoing research project;
- 5) Transcription/translation/database services/specialized software;
- 6) Production costs (i.e., help with indices, picture rights, etc.) or publisher subventions.

All requests must include a statement of purpose, a detailed work plan, and an itemized budget.

The Dalrymple Committee will evaluate the proposals based on merit, with input related to past faculty activity reports from the chair of the history department, keeping the following priorities in mind:

¹ 35% of 48% = 16.8% of the Dalrymple fund annual total allocation.

² 35% of 48% = 16.8% of the Dalrymple fund annual total allocation.

³ 30% of 48% = 14.4% of the Dalrymple fund annual total allocation.

- Projects must engage in original research;
- Projects must be intended to produce a peer-reviewed publication or other significant scholarly creation based on original research (such as, data sets or oral historical archives);
- Archival research to jump-start work on a new project geared towards producing a peer-reviewed publication should receive high priority;
- Proposals aimed at completing a major publication should receive high priority;
- Proposals aimed at completing textbooks and/or surveys should receive lower priority;
- Faculty receiving significant university support, such as the College of Liberal Arts summer grant, should receive lower priority for Dalrymple summer funding;
- Faculty members are eligible for a maximum of 3,000\$/year in research assistantship (reset to zero before each September application deadline).
- No individual faculty member may receive more than 10 percent over any three-year period or 6 percent over any five-year period of the corresponding cumulative allocation for faculty research support.

Within two months of completing the project, the faculty member will submit a detailed report on the accomplished work to the Dalrymple Committee, and the report will become part of the Committee's report to the full department.

Graduate Student Support

Research:

The Dalrymple Committee, meeting in conjunction with the Graduate Program Coordinator (who will have no vote if not a member of the Dalrymple Committee), will consider applications from graduate students twice a year, with the following deadlines:

- 1) November 1st for funding from January 1st to June 30th
- 2) April 1st for funding from July 1st to December 31st

At each application cycle, half the annual budget allocated to graduate student support will be allocated.⁴

Graduate students are eligible for two types of funding, in the following order of priority:

⁴ 50% of 30% = 15% of the Dalrymple fund annual total allocation for each cycle.

- 1) Competitive applications for research travel support, dissertation and thesis writing, and research-related language training. Graduate students who receive significant support from the Dalrymple fund in one year should receive lower priority in the subsequent year. All graduate students in good standing are eligible to apply. Within this general framework, the subcommittee will consider applications in the following order of priority:
 - a) to fund travel for research, whether at archives, libraries, or in the field. Applications for research travel support must include a clear statement of the significance of the work to be conducted in relation to the dissertation or thesis, detailed explanations about how funds will be used, and itemized budgets, which may include the costs related to the reproduction of documents. The subcommittee will award funds up to \$2,000 for travel within the United States and \$4,000 for international travel per funding cycle, although graduate students may apply for extraordinary funding beyond these limits.
 - b) to supplement outside grants that are insufficient to cover the cost of a research project.
 - c) from graduate students nearing the completion of a dissertation or thesis for Summer Writing Fellowships of \$3500. Dissertation and thesis advisors will submit nominating letters, and applicants will be required to detail a timetable for completion. The committee requires that graduate students who accept this fellowship not accept other employment from the university for the duration of the award.
 - d) to support training in a foreign language in which fluency is required to conduct research.

- 2) Dissertation support for students who apply for but do not receive a Dissertation Fellowship from the Graduate School. By April 1st and November 1st of each year doctoral students who have successfully defended their dissertation prospectus and unsuccessfully applied for funding from the Graduate School may petition the Dalrymple Committee for research funding equivalent to the Dissertation Fellowship. Applicants must detail their research and completion plans and budgets and explain why it is critical that they receive funding for the upcoming semester rather than wait for the Graduate School's next application cycle. Dissertation advisors must submit nominating letters confirming the urgency of funding needs. Graduate students who receive or have not applied for a Dissertation Fellowship from the Graduate School are not eligible to apply for this support.

Within two months of completing a funded research trip or period, the graduate student will submit a detailed report on the accomplished work to the Dalrymple Committee, and the report will become a public part of the committee's report to the full department.

Recruitment:

In February of each year the Graduate Advisory Committee may ask the Dalrymple Committee on graduate student support to allocate these two recruitment tools:

- 1) match one Graduate School Diversity Fellowship stipend with one [Name to be determined] Diversity Fellowship (\$2,000 at the MA level; \$3,000 at the PhD level) while the student remains in good standing;
- 2) match one Graduate School Honors Fellowship with a [Name to be determined] Honors Fellowship (\$2,000 at the MA level; \$3,000 at the PhD level) for a maximum of four years.

Library and Travel Support:

The full Dalrymple Committee will consider requests from faculty members and graduate students to purchase or contribute toward the purchase of research-related library materials on an ad hoc basis up to February 1 in any given year. Requests made after that date will be considered as funding allows. In all cases, the committee will base its decision on whether the proposed purchase enhances or facilitates the original research of a faculty member or graduate student. In the case of requests from graduate students, the committee will consult with the dissertation or thesis advisor about the necessity of the purchase.

The committee will consider requests for support of collaborations between Special Collections and the history department, for instance, creating or acquiring original sources that will benefit faculty and student research.

The committee may reallocate surplus funds from this category to fund requests for research travel support by faculty or graduate students. The committee may only use surplus funds from the current budget year in this way, and the reallocation must take place after the February 1 deadline for considering purchase requests.

Lecture Series and Visiting Speakers:

The Dalrymple Committee will sponsor an annual lecture series, of one or more events per budget year, and may also sponsor other visiting speakers or special events organized by other centers or departments if funds allow. An ex officio coordinator or coordinators, appointed by the chair of department, will organize the annual lecture series with input from faculty and graduate students. The ex officio coordinator(s) should be appointed by September 1 in the year preceding the year of the lecture series (e.g., September 1 2016 for a series to take place in 2017-18). The coordinator(s) should confirm the topic of the lecture series and the principal speaker(s), after consultation with the department, by April 15 of the same academic year in which they are appointed to serve. The coordinator(s) should come from the ranks of tenure-track faculty and serve for one lecture series cycle.

If funds allow, the committee will consider requests from faculty interested in receiving support for special events organized by other departments or centers on a rolling basis throughout the budget year.

Schedule of Operations

August (on the date of the first department meeting of the year):

- 1) every third year, deliver the accountability report to the department;

September 1:

- 1) receive faculty research funding applications for the following academic year;
- 2) confirm the principal event of the lecture series for the following academic year.

November 1:

- 1) receive graduate student funding applications for the January 1st-June 30th period

February 15:

- 1) receive final requests for library purchases during the current year
- 2) consider the requests from the Graduate Advisory Committee for funding for recruitment purposes

March 15:

- 1) receive faculty research funding applications for the following summer period

April 1:

- 1) receive graduate student applications for funding during the July 1st-December 31st period
- 2) receive graduate student applications for summer writing fellowships.

May (on the date of the last department meeting of the year):

- 1) deliver the annual report to the department
- 2) confirm the ad hoc organizer of the lecture series for the following year